

# BULLETIN

◆ EQUAL OPPORTUNITY EMPLOYER ◆ COMMITTED TO A DRUG-FREE STATE WORKPLACE ◆



915 L STREET  
SACRAMENTO, CA 95814

## FINANCE PROGRAM EVALUATOR OPEN EXAMINATION

### EXAMINATION TYPE

The Department of Finance is holding an open examination for persons who meet the minimum qualifications listed below and are interested in the position of Finance Program Evaluator. All positions exist in Sacramento, California. Current employment with the State of California is not required.

### POSITION DESCRIPTION

The Finance Program Evaluator is the first working level in the series. Under general supervision, incumbents may work independently or in a team to gather, analyze, and evaluate relevant information collected; prepare working papers to document work performed and to support conclusions, audit findings, and recommendations

### MONTHLY SALARY RANGE

Range A: \$2,904 - \$3,203; Range B: \$2,997- \$3,468; Range C: \$3,593 - \$4,367

**Range A.** This range shall apply to incumbents who do not meet the criteria for payment in any other range.  
**Range B.** This range shall apply to persons who have satisfactorily completed either: (1) the equivalent of six months of Finance Program Evaluator. Range A; or (2) one year of professional experience in accounting, auditing, management information systems, or related financial and/or performance consulting and be eligible to take the examination for Certified Public Accountant (CPA) as specified in the California Business and Professions Code Section 5081; or (3) a Master's degree in Business Administration, Public Administration, Political Science, or related field.  
**Range C.** This range shall apply to persons who have satisfactorily completed either: (1) the equivalent of 12 months at Finance Program Evaluator, Range B; or (2) satisfactorily completed two years of professional experience in accounting, auditing, management information systems, or related financial and/or performance consulting and be eligible to take the examination for CPA as specified in the California Business and Professions Code Section 5081; or (3) a Master's degree in Accountancy, Public Policy, Management Information Systems, or related field that is strong in quantitative analysis such as statistics and economics.; or (4) a Master's degree in Business Administration, and be eligible to take the examination for CPA as specified in the California Business and Professions Code Section 5081; or (3) a doctorate degree in Business Administration, Accountancy, Public Administration, Public Policy, Political Science, Law, Sociology, Management Information Systems, or related field; or (6) a valid CPA license.

### HOW AND WHEN TO APPLY

Submit "Examination and/or Employment Application" (Std. 678) to Department of Finance, Human Resources Office, 915 L Street, 6<sup>th</sup> Floor, Sacramento, CA 95814. Applications must be submitted and/or postmarked by **February 2, 2004**, the final filing date. **Applications filed in person, delivered or received via interoffice mail after 5:00 p.m. on the final filing date, or postmarked after the final filing date will NOT be accepted for any reason.** Facsimile of applications will not be accepted. DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD.

**A CANDIDATE MAY BE TESTED ONLY ONCE DURING ANY TESTING PERIOD.**

### APPLICATIONS MUST CONTAIN THE FOLLOWING INFORMATION REGARDING THE EDUCATION REQUIREMENTS FOR THIS EXAMINATION:

Degree/course titles relating to the requirement for Accounting and/or course work in quantitative subjects such as statistics and economics completed for each course; name of institution; month and year of completion. (Candidates may be required to furnish transcripts and proof of degree.)

In Section 12, Employment History, on your application (Std. 678) or an attachment, clearly indicate names, titles, organizations and dates with a concise explanation of the most important duties performed. **IT IS THE RESPONSIBILITY OF ALL APPLICANTS TO PROVIDE COMPLETE AND DETAILED DESCRIPTIONS OF QUALIFYING EXPERIENCE TO SUBSTANTIATE MINIMUM QUALIFICATIONS. THIS INFORMATION IS CRITICAL IN DETERMINING ACCEPTANCE INTO ANY EXAMINATION.**

### SPECIAL EXAMINATION ARRANGEMENTS

Reasonable Accommodation will be provided to applicants who need assistance to participate in the examination process. If you answered "Yes" to Question 2 on the State application, you will be contacted via telephone or mail to make specific arrangements.

### REQUIRED IDENTIFICATION

Accepted applicants are required to bring either a photo identification card or two forms of signed identification to the examination.

### ELIGIBLE LIST INFORMATION

A departmental open list will be established for the Department of Finance. Names of successful competitors are merged into the list in order of final scores, regardless of date. Eligibility expires **12** months after eligibility is established. An eligible list will be established on a continuous basis.

### MINIMUM QUALIFICATIONS

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as Either "I", or "II", or "III", etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

Either I

Eligibility to take the examination for Certified Public Accountant (CPA) as specified in the California Business and Professions Code, Section 5081.

Or II

Equivalent to (1) a Master's or Doctorate Degree in Business Administration, Accountancy, Public Policy, Public Administration, Political Science, or Management Information Systems; (2) an advanced degree in a related field that is strong in quantitative analysis with at least ten semester units of course work in quantitative subjects such as statistics and economics; or (3) a graduate law degree and ten semester units of course work in quantitative subjects such as statistics or economics.

Or III

Two years of increasingly responsible (1) professional experience in accounting, auditing, management information systems, or related financial and/or performance consulting which shall have included the preparation of reports and the presentation of recommendations to management; or (2) primary research or graduate level training in business administration, public administration, accounting, mathematics, political science, economics, law, or management information systems.

**Education Requirement:** A four-year college degree. (Registration as a senior in a recognized institution will admit applicants to the examination, but they must produce evidence of graduation or its equivalent before they can be considered eligible for appointment.)

**Experience Requirement:** For competitors who wish to be given credit for outside experience, the four-year college

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

degree must be in either accounting, business administration, public administration, economic, mathematics, political science, law, management information systems, or in a related field. Possession of an advanced degree (Master's or Doctorate Degree) in the aforementioned subjects may be substituted for the required experience on the basis of work at the master's level being equivalent to one year of experience and work at the doctorate level to two years of experience.

EXAMINATION INFORMATION

**Qualifications Appraisal Panel Interview - Weighted 100%.** This examination will consist of a qualifications appraisal interview. In order to obtain a position on the eligible list, a minimum rating of **70%** must be attained in the interview.

Special note:  
If condition warrants, an additional testing component may be added to the exam plan to better meet the needs of the service of the Department.

It is anticipated that interviews will be held during **February/ March 2004.**

SPECIAL PERSONAL CHARACTERISTICS

Willingness to travel to work sites away from the headquarter office, which could require extended hours of work and/or overnight or multiple-day trips on a continuous basis.

EXAMINATION SCOPE

Candidates will be tested on:

- A. Knowledge of:
1. General principles and practices of an organization's management.

2. General accounting and auditing principles, procedures and standards

3. Basic computer systems to document work performed and to provide the basis for a written report.

4. Mathematical concepts, financial calculations, analytical ratios and their interrelationships as applied to financial information and records.

5. Effective interviewing fundamentals and investigative techniques to ensure information obtained is complete.
- B. Ability to:
1. Learn and apply general and specialized accounting and auditing principles and procedures.

2. Analyze, comprehend and interpret policies, procedures, laws, regulations and guidelines.

3. Clearly define objectives and develop appropriate approaches and methodologies.

4. Effectively conduct interviews, meetings, and presentations.

5. Review and evaluate internal controls, accounting records, and program information.

6. Conclude as to the adequacy, completeness, and accuracy of financial and/or work products.

7. Prepare clear, complete, and concise working papers, reports, and other work products

8. Communicate complex issues in writing succinctly, clearly and briefly

9. Effectively manage time and multiple priorities

10. Work both in a team environment and individually with minimal supervision.

11. Communicate verbally with professionalism and tact when dealing with colleagues, supervisors, and auditees.

12. Adapt/transition to new assignments or situations as required.

13. Maintain confidentiality and integrity of assignments.

14. Effectively utilize word-processing and spreadsheet tools to prepare work products.

15. Develop and maintain a professional working relationship with a wide variety of individuals, including departmental employees.

16. Verbally summarize a variety of facts, data, and recommendations to all levels of staff, management and clients.

17. Organize work papers to create a clear, logical flow from the assignment objectives to the conclusions.

18. Prepare clear, concise, grammatically correct written products.

VETERANS PREFERENCE

Veterans preference credit will not be granted in this examination since it does not qualify as an entrance examination under the law.

GENERAL INFORMATION

It is the candidate's responsibility to contact the **Human Resources Office at (916) 323-4071 or TDD (916) 324-6547** three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature it is the candidate's responsibility to contact the **Human Resources Office at (916) 323-4071 or TDD (916) 324-6547**, three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at State Personnel Board offices, local offices of the Employment Development Department and the Department noted on the front. Applications are also available by accessing the State Personnel Board's website at <http://www.spb.ca.gov/stateapp.cfm>.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test (based upon job-related criteria), and all candidates who pass will be ranked according to their scores.

The State Personnel Board reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**Examination Locations:** When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, and 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

**Interview Scope:** If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

**High School Equivalence:** Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

**College Equivalence:** Equivalent degree (certificate)(diploma) approved by the California Superintendent of Public Instruction under the provisions of California Education Code Section 94310(b).

**Veterans Preference:** California law limits the granting of veterans preference credits to entrance examinations. When credit is granted it is as follows: 10 points for veterans, widows or widowers of veterans, and spouses of 100% disabled veterans; and 15 points for disabled veterans. Credit in open nonpromotional examinations is granted as follows: five (5) points for veterans; and 10 points for disabled veterans. Directions for applying for veterans' preference points are on the veteran preference application (Form 1093) which is available from State Personnel Board Offices, written test proctors, and the Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001.

**State Drug Policy:** It is an objective of the State of California to achieve a drug-free state workplace. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service, and the special trust placed in public servants.

**Privacy Policy:** Pursuant to Government Code 11019.9 and Management Memo 00-14, the Finance maintains a permanent privacy policy in adherence with the Information Practices Act of 1997. The Department of Finance Privacy Policy is posted on the Department's website at [www.dof.ca.gov](http://www.dof.ca.gov).

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device.

California Relay Telephone Service For The Deaf or Hearing Impaired:

From TDD Phones: 1-800-735-2929

From Voice Phones: 1-800-735-2922

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